

**POLICY**

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) that the driver of any vehicle on state business must possess a valid driver's license with the appropriate endorsement for the vehicle driven or the circumstances of its use. Drivers will comply with Department of Management and Budget (DMB) regulations and state law.

**PURPOSE**

This policy ensures the safety of youths and staff during transport.

**DEFINITIONS**

See JRG, JJ Residential Glossary.

**RESPONSIBLE  
STAFF**

Designated in the facility standard operating procedure.

**PROCEDURE**

Each facility is required to develop and implement standard operating procedures (SOPs) relative to driver licensing. At a minimum, these SOPs must contain the following requirements:

**Validation  
Procedure**

Each facility ensure and document that staff operating vehicles on state business have a valid driver's license with any necessary endorsements.

**Revoked/Suspend  
ed License**

Staff immediately report a revoked or suspended driver's license to their supervisor.

**Conform to State  
Policy**

Staff follow published DMB regulations for the use of state vehicles.

**Traffic/Parking  
Violations**

Drivers of state-managed vehicles are exclusively responsible for tickets or fines received while operating the vehicle.

Traffic/parking citations received while operating a state vehicle are resolved immediately by the driver receiving the citation.

A driver's failure to pay tickets or citations may result in the revocation of state vehicle privileges.

**AUTHORITY**

Child Caring Institutions Rules, R400.4181  
Michigan Vehicle Code, MCL 257.301  
DMB Administrative Guide 0410.04  
DHS Administrative Handbook, AHU 811